
IT Plan – Agency Submitted

475 ND MILL AND ELEVATOR ASSOCIATION

Version: 2007-B-01-00475

Project: Infrastructure

Date: 10/12/2006

Time: 10:38:56 AM

Page 1 of 5

Agency IT Overview

IT Capture Notes:

We have no "IT Capital over \$5000" expenditures planned.

We have no "IT Capture Projects" planned.

Only one person in IT & any salary/position info will be in the Agency Budget areas.

Agency IT Plan Contact Data

North Dakota Mill & Elevator Association IT Plan Contact:

Greg McLean

IT Manager

(701) 795-7234

gmclean@ndmill.com

Agency Technology Goals And Objectives

North Dakota Mill & Elevator Association Goals and Objectives

Zero User Downtime

Use proactive maintenance procedures and perform this maintenance before/after normal working hours when feasible

Provide additional technical expertise & on-call coverage for our IT Department

Protect and Secure the Mill's Information

Run daily data backups on tape sets that are rotated weekly with off site storage of the previous night's backup

Test the backup sets for reliability on a regular basis

Provide continuous Anti-Virus and Anti-Spam coverage of all workstations and servers with automatic definition updates

Ongoing documentation updates of our Information Systems with operating, maintenance and disaster procedures for all

Promote Intelligent and Efficient use of our Information Systems

Obtain application and systems training for all users according to their needs

Streamline, automate and consolidate operations when and where possible

Continuously Upgrade & Modernize our Information Systems to insure it's continued usefulness

IT Plan – Agency Submitted

475 ND MILL AND ELEVATOR ASSOCIATION

Version: 2007-B-01-00475

Project: **Infrastructure**

Date: 10/12/2006

Time: 10:38:56 AM

Page 2 of 5

Replace or upgrade obsolete equipment, cabling and software on a regular basis

IT Plan – Agency Submitted

475 ND MILL AND ELEVATOR ASSOCIATION

Version: 2007-B-01-00475

Project: Infrastructure

Date: 10/12/2006

Time: 10:38:56 AM

Page 3 of 5

1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

2. Total number of desktop computers: 50
Number of desktops for which you are requesting replacement funding: 15
Average replacement cost/desktop: 1,500

3. Total number of laptop computers: 4
Number of laptops for which you are requesting replacement funding: 1
Average replacement cost/laptop: 3,000

What state planning region are these desktop/laptop computers located?

Region 1 0 2 0 3 0 4 54 5 0 6 0 7 0 8 0

4. What percentage of these pcs are running the following operating systems:

(total should be equal to 100%)

Windows 98 3 %
Windows NT 1 %
Windows 2000 1 %
Windows XP 90 %
Other 5 %

5. What additional expenditures are being paid out of non-appropriated funds?

Please explain:

Agency Technology Activities

The ND Mill's Information System is entirely located within the Mill's building complex located in Grand Forks, ND. There are no applications running on the State's systems. The Mill's system consists of 6 main servers, 4 secondary servers, 50 workstations/laptops and 40+ printers. These servers, workstations/laptops and printers are connected via an Ethernet LAN. The backbone of this 100base-T network is fiber optic transitioning into CAT5 twisted pair cabling. In addition we are connected to the outside world via an Internet Server, Cisco PIX Firewall and 900 SDSL line. Our system is protected by Symantec/Nortons Anti-Virus & GFI Anti-Spam/Mail Security.

There are 4 major business applications on the Mill Information System

dbc SMARTsoft Accounting running under WinNT and MS SQL: This is our primary accounting program. It handles the Grain Departments functions of purchasing, delivery, storage, pricing & payment of our major raw material, (wheat & durum). It also handles the Sales & Accounting Departments functions of tracking sales, production and to some extent shipping.

Microsoft Business Solutions Great Plains Dynamics Payroll running under WinNT and MS SQL: Payroll Functions

IT Plan – Agency Submitted

475 ND MILL AND ELEVATOR ASSOCIATION

Version: 2007-B-01-00475

Project: Infrastructure

Date: 10/12/2006

Time: 10:38:56 AM

Page 4 of 5

Data Warehouse running under WinNT, MS SQL, MS Access and Crystal Reports: Our central information data structure for the compiling of and reporting of information from all our data sources.

MS Office Suite: Outlook (Email & Scheduling), Word (WP), Excel (SS), Access (DB), PowerPoint (Presentations)

We also have various other computer based applications spread throughout the Mill's operations:

Barcode, Wireless Based Bag Inventory Tracking (Packing & Loadout)

Vendor Managed Inventory

Bearing & Grain Temperature Monitoring

NIR & Farinograph Lab Testing Equipment

Flour Milling Operations & Measurement

Programmable Logic Controlled devices on our Grain Handling Systems

The ND Mill's goal for future applications & technology is twofold:

First - To maintain the integrity of our current systems and data

Second - Continue to enhance our systems in order to increase the amount of info available to those who need it, while improving the accuracy, speed and ease with which it is delivered.

IT Plan – Agency Submitted

475 ND MILL AND ELEVATOR ASSOCIATION

Version: 2007-B-01-00475

Project: Infrastructure

Date: 10/12/2006

Time: 10:38:56 AM

Page 5 of 5

		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	\$90,000	\$97,300	\$0	\$97,300	\$104,976
IT5510	IT EQUIPMENT UNDER \$5000	\$66,448	\$71,848	\$0	\$71,848	\$77,505
IT6020	IT COMMUNICATIONS	\$180,500	\$195,000	\$0	\$195,000	\$210,535
IT6030	IT CONTRACT SERVICES & REPAIRS	\$62,450	\$103,650	\$0	\$103,650	\$72,842
	Total Budget:	\$399,398	\$467,798	\$0	\$467,798	\$465,858
475	MILL AND ELEVATOR	\$399,398	\$467,798	\$0	\$467,798	\$465,858
	Total Funding:	\$399,398	\$467,798	\$0	\$467,798	\$465,858